

## **00.73.36**

### **EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS**

#### **1. DEFINITIONS**

For purposes of this Section 00.73.36, the following additional definitions shall apply:

- A.** "Minority" means a person who meets one or more of the following definitions:
  - (1.) American Indian or Native American means: all persons having origins in any of the original peoples of North America and who are recognized as an Indian by a tribe or tribal organization.
  - (2.) Asian means: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands, including, but Not limited to China, Japan, Korea, Samoa, India, and the Philippine Islands.
  - (3) Black means: All persons having origins in any of the Black racial groups of Africa, including, but not limited to, African-Americans, and all persons having origins in any of the original peoples of the Cape Verdean Islands.
  - (4) Eskimo or Aleut means: All persons having origins in any of the peoples of Northern Canada, Greenland, Alaska, and Eastern Siberia.
  - (5) Hispanic means: All persons having their origins in any of the Spanish-speaking peoples of Mexico, Puerto Rico, Cuba, Central or South America, or the Caribbean Islands.
- B.** "Commission" or "MCAD" means the Massachusetts Commission Against Discrimination.
- C.** "E.E.O. Officer" or Equal Employment Opportunity Officer means those persons designated by the Contractor, the Owner, or any other agency or party having jurisdiction under this contract, that serve in a capacity to implement this Section.

#### **2 CONDITIONS**

- A.** The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, age, handicap, or sex. The aforesaid provision shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment advertising; recruitment layoff; termination; rates of pay or other forms of compensation; conditions or privileges of employment; and selection for apprenticeship.
- B.** The Contractor shall post notices provided by the Commission, in conspicuous places, setting forth the provisions of the Fair Employment Practices Law of the Commonwealth.
- C.** The Contractor shall undertake in good faith affirmative action measures designed to eliminate any discriminatory barriers in the terms and conditions of employment on the grounds of race, color, religious creed, national origin, age, handicap, or sex, and to eliminate and remedy any effects of such discrimination in the past. Such affirmative action shall entail positive and aggressive measures to ensure equal opportunity in the areas of hiring, upgrading, demotion or transfer, recruitment, layoff or termination, rate of compensation, and in-service or apprenticeship training programs. This affirmative action shall include all action required to guarantee equal employment opportunity for all persons, regardless of race, color, religious creed, national origin, age or sex.
- D.** The Contractor shall not discriminate on grounds of race, color, religious creed, national origin, age, or sex in employment practices, in the selection or retention of Subcontractors, or in the procurement of materials and rentals of equipment.
- E.** The Commission and a designee of the Owner shall have access to the construction site and all applicable records of the Contractor and Subcontractors.

- F. The Contractor's EEO Certificate must be signed by the low general and all filed sub-bidders as a condition of Contract validation by the Department.

### **3 MINORITY GOAL      MINIMUM MINORITY PERCENTAGES**

- A. Pursuant to his/her obligations under the preceding section, the Contractor shall strive to achieve on this project the labor participation goals contained herein

The participation goals for this project shall be 15.3% for minorities and 6.9% for women.

- B. The participation goals, as set forth herein, shall not be construed as quotas or set-asides; rather, such participation goals will be used to measure the progress of the Commonwealth's equal opportunity, non-discrimination and affirmative action program. Additionally, the participation goals contained herein should not be seen or treated as a floor or as a ceiling for the employment of particular individuals or group of individuals.
- C. Such job categories shall include but not be limited to those "Classes of Work" enumerated in M.G.L. c.149 §44F and for trades covered by Item 1 of the Contractor's bid.
- D. These percentages shall apply to the Contractor and to all Subcontractors, regardless of tier, for all on-site Work.

### **4 REFERRALS**

- A. In the hiring of minority journeymen, apprentices, trainees and advanced trainees, the Contractor shall rely on referrals from a multi-employer affirmative action program approved by the Department or the Commission; and traditional referral methods utilized by the construction industry, where such referrals are needed to meet minority hiring requirements. The Contractor shall keep accurate records of such requests for referrals.
- B. Records of employment referral orders, prepared by the Contractor, shall be made available to the Owner and to the Department upon request.

### **5 EEO WORK FORCE REPORTING PROCEDURES**

- A. The Contractor shall provide the following information to the Owner on copies of the forms found at the end of this Section.
  - (1.) **Weekly Manpower Reports 00.73.36.04:** The Contractor shall prepare a report after each week of activity, reflecting the actual working hours of all personnel identified as minority or non-minority.
    - (a) This report shall be received by the Owner no later than the Friday following the week reported.
    - (b) Failure to provide information shall result in sanctions as provided in this section.

### **6. COMPLIANCE - REPORTS AND INFORMATION**

The Contractor shall provide all information and reports required by the Owner or the Department and will permit access to its facilities and to any books, records, accounts and other sources of information which may be determined by the Owner or the Department to affect the employment of personnel. Where information required is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Owner or the Department as appropriate and shall set forth what efforts have been made to obtain the information.

## **7. COMPLIANCE - INVESTIGATIONS**

- A.** Whenever the Owner's EEO Officer, the MCAD, or the Department believes the Contractor may not be operating in compliance with the terms of these requirements, the Department shall conduct an investigation, and may confer with the parties, to verify such allegations. The Department shall not initiate an investigation without prior notice to the Contractor.
- B.** If the Department finds the Contractor in non-compliance, it shall make a preliminary report, and notify the Contractor in writing of the steps necessary to bring such Contractor into compliance. A copy of this report shall be sent to the Department's Affirmative Action Officer.

## **8 COMPLIANCE - DEPARTMENT - AFFIRMATIVE ACTION INVESTIGATION**

- A.** If the Contractor fails or refuses to fully perform the steps necessary to achieve compliance, the Department shall make a report of non-compliance to the Department's Affirmative Action Officer, who will then conduct an investigation.
- B.** Should the Department's Affirmative Action Officer find the Contractor in non-compliance a final report recommending the imposition of one or more of the sanctions listed below shall be issued.
- C.** Within fifteen (15) days of said report the Department shall, after due notice and giving the Contractor an opportunity to respond, move to impose one or more of the following sanctions to attain compliance.
- D.** If the Department's Affirmative Action Office believes the Contractor has taken or is taking every possible measure to achieve compliance, a report shall show the Contractor is in compliance.

## **9 SANCTIONS**

- A.** For each week that the Contractor fails or refuses to comply, the Department may recover from the Contractor, 1/100 of 1% of the original Contract Sum or \$1000 whichever sum is greater, in the nature of liquidated damages.
- B.** If a Subcontractor is in non-compliance, the Department may recover from the Contractor, 1/10 of 1% of the Subcontract Sum, or \$400 whichever sum is greater, in the nature of liquidated damages, to be assessed by the Contractor as a back charge against the Subcontractor for each week that Subcontractor fails or refuses to comply.
- C.** The Owner may suspend part or all of any payment due under the contract until such time as the Contractor or any Subcontractor is able to demonstrate compliance with the terms of the Contract;
- D.** The Owner may terminate, or cancel part or all of the Contract, in accordance with the provisions of Article 19 of the General Conditions, unless the Contractor or any Subcontractor is able to demonstrate, within a specified time, compliance with the terms of the Contract.
- E.** The Contractor may request the Department and Owner to suspend the sanctions conditionally. Whereupon the Department shall investigate corrective measures taken by the Contractor and shall either lift or re-impose the sanctions.

## **10. SEVERABILITY**

The provisions of this section are severable, and if any of these provisions shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions of the Contract

**End of Section 00.73.36  
EEO Requirements**

# FORM OF CONTRACTOR'S EQUAL EMPLOYMENT CERTIFICATION

Commonwealth of Massachusetts

Department of Housing and Community Development

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This form must be completed and submitted by the Contractor prior to the signing of the Owner-Contractor Agreement.

## This certifies that:

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Contractor

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Street Address

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City/State/Zip Code

1. Intends to use the following listed construction trades in the work under this contract:

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2. Will comply with the minority manpower ratio and specific affirmative action steps contained in Section 00.73.36 of this Contract; and
3. Will obtain similar certifications from each of its subcontractors and submit to the Owner prior to the award of any subcontract under this contract the subcontractor's certification.

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SIGNATURE OF AUTHORIZED REPRESENTATIVE OF CONTRACTOR

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NAME AND TITLE

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DATE

# FORM OF SUBCONTRACTOR'S EQUAL EMPLOYMENT CERTIFICATION

Commonwealth of Massachusetts  
Department of Housing and Community Development

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**This form must be completed and submitted by all Filed Subcontractors prior to the validation of the Owner-Contractor Agreement.**

**This certifies that:**

\_\_\_\_\_  
Name of Filed Subcontractor

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip Code

1. Intends to use the following listed construction trades in the work under this contract:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Will comply with the minority manpower ratio and specific affirmative action steps contained in Section 00.73.36 of the Specifications; and
3. Will obtain similar certifications from each of its subcontractors and submit to the Owner prior to the award of any subcontract under this contract the subcontractor's certification.

\_\_\_\_\_  
Signature of Authorized Representative of Subcontractor

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date



Massachusetts *Department of*  
**Housing and Community Development**



**CONTRACTOR'S WEEKLY MANPOWER REPORT**

\_\_\_\_\_ Housing Authority      Development No. \_\_\_\_\_ Contract Amount \$ \_\_\_\_\_

General Contractor: \_\_\_\_\_ **Minority** Participation Goal **15.3%**      **Women** Participation Goal **6.9%**

Name of Contractor Filing Report: \_\_\_\_\_ Trade(s): \_\_\_\_\_

Week Ending: \_\_\_\_\_ Report No.: \_\_\_\_\_ ☐ Check Here if you are a non-filed Subcontractor

☐ Check Here if this is a Final Report      Date Work Began: \_\_\_\_\_ Date Work Completed \_\_\_\_\_

Job Category	# of Employees	Weekly Total Manhours	Total Manhours to Date	# of Minorities	Weekly Total Minority Manhours	Weekly % Minority Manhours	# of Women	Weekly Total Women Manhours	Weekly % Women Manhours	Total Manhours to Date	Total Minority Manhours to Date	% of Minority Manhours to Date	Total Women Manhours to Date	% of Women Manhours to Date

Mail Reports to:      Department of Housing and Community Development  
100 Cambridge St Ste 300  
Boston, MA 02114  
Attn: Legal Office

Prepared by: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_ 200\_\_\_\_\_